

Council on Domestic Violence and Sexual Assault

Submission Requirements for Complete Application – FY16 – FY17

- o Postmarked or hand delivered by Deadlines in the RFP.
- o One original (labeled *original*) and 6 *bound* copies
- o Proposal cover must include the agency's name
- o Proposals must be written using a 12-point Times New Roman font

Please note that proposals must be written in the following order and include all applicable information. Each item must cover the two-year granting cycle, except for the Budget.

- o Application Face sheet
- o Table of Contents
- o Abstract – not to exceed 2 pages
- o Crisis Management and Intervention – not to exceed 3 pages
- o Prevention and Education/Coordination – not to exceed 3 pages
- o Improve Staff Retention – not to exceed 2 pages plus 1 page timeline
- o Volunteer Program–Required – not to exceed 1 page
- o Past Performance: Continuing Programs Only – not to exceed 1 page
- o Agency Management: New Applicants Only
 - o Organizational and Management Structure/Staffing – not to exceed 2 pages
 - o Personnel Management - not to exceed 1 page
 - o Fiscal Management - not to exceed 2 pages
- o Grant Project Budget for FY16 Only
 - o Complete *Application 3 – Budget Detail and Narrative Workbook*
 - o Budget Narrative, including New Costs, Unusual Expenditures, or Increase in Funding
 - o Indirect Cost Rate Agreement, if applicable
- o Required New Applicant Information – included in the Original copy only
 - o Memoranda of Agreement with Existing Victim Service Providers
 - o Articles of Incorporation
 - o By-laws
 - o Determination of Non-Profit status, if applicable
 - o Board Member List
 - o Organizational Flow-Chart
 - o Resumes and Job Descriptions
 - o Description of efforts to involve other service area entities in the project
 - o Letters of Support (Maximum of 10)

All items must be included for the proposal to be reviewed. Any missing items may render the proposal non-responsive.